

Supervisory Training for Performance Planning and Review FY 05/06

The following CPTP classes are conducted at various DOTD training sites by the HR Trainer for DOTD supervisors. As part of the structured training program for managers, the registration for these classes is handled by Gordon Smith at LTRC (225-967-9141). Requests for additional classes at other sites can also be accommodated by contacting Gordon.

Performance Planning and Review for Supervisors

Baton Rouge	January 5	8:30/3:30	3rd Floor Classroom
Lafayette	January 11	8:30/3:30	District 03 Classroom
Baton Rouge	February 2	8:30/3:30	3rd Floor Classroom
Bossier City	March 22	8:30/3:30	District 04 Classroom
Alexandria	March 23	8:30/3:30	District 08 Classroom
Baton Rouge	April 6	8:30/3:30	3rd Floor Classroom
New Orleans	April 20	8:30/3:30	District 02 Classroom

Documenting for Performance & Discipline

Baton Rouge	December 14	8:30/3:30	3rd Floor Classroom
Baton Rouge	March 1	8:30/3:30	3rd Floor Classroom

The following class, which is also part of the structured training program for managers, is part of the general CPTP calendar. A link to the CPTP program is provided to check for dates and locations. Gordon Smith should be contacted to schedule employees for these classes.

[Conducting Effective Performance Reviews](#)